



Fall 2023 Next Steps Checklist

Visit: www.canton.edu/enroll for digital version

Congratulations on your acceptance!

Step One:

- Log on to UCanWeb
 - Visit <https://www.canton.edu/ucanweb/> and then select “Enter Secure Area”
 - You will then be prompted to enter your Canton email, located on your acceptance letter.
 - For your password, please go under the FAQ’s NetID and Password section at this link: <https://www.canton.edu/it/help.html>
 - Once logged in, click on the New Student Checklist tab. This tab is necessary to access all of your student information.
- Complete your 2023-2024 FAFSA
 - All students should complete the FAFSA form. You can access this form by going to www.studentaid.gov.
 - Use school code: 002855.

Step Two:

- Log into your Canton Email
 - Your email was provided to you on your acceptance letter.
 - Your login password for email is the same as UCanWeb (see step one).
 - Setting up your email is important in regards to financial aid, scheduling, and scholarship consideration.
- Check Student Financial Aid Requirements
 - Check Student Requirements to determine if additional documentation is needed for your financial aid package
 - Review this through UCanWeb under Student Menu tab, then choose Financial Aid, Eligibility, Student Requirements and choose 23-24 award year. Unsatisfied requirements are at the top and you can click on the requirement for more information.
- Review Financial Aid Package
 - Complete this step through UCanWeb under Student Menu tab and then choose Financial Aid, Award, Award by Aid Year, choose 23-24, then View the General Information tab.
 - Accept or decline your financial aid which might include grants, scholarships, loans, and work-study. New students will also receive a financial aid package letter by mail.
- Submit Deposit(s) – *This is separate from your \$50 application fee.*
 - All students must submit an enrollment deposit before creating a class schedule. This shows commitment to the college and is essential to securing a seat in your academic program.
 - If you are living on campus, you must also submit a housing deposit prior to completing the housing and meal surveys. This is essential to securing a room in one of our residence halls.
 - Deposits may be sent by mail using the deposit reply card, or made online at www.canton.edu/enroll under the Pay Your Deposit button. Deposits may be made as a combo or separately.

Step Three:

- Complete the Housing, Meal Plan, and SUNY Canton ID card surveys
 - Beginning in March, students living on campus must complete the on-campus housing survey found in UCanWeb under the New Student Checklist tab. Students living off-campus or online must complete the off-campus housing form/waiver found under the New Student Checklist tab.
 - Beginning in mid-March, complete the “Meal Plan Application” located under the Student Menu tab of UCanWeb to identify which meal plan you desire. To view the plan options, please visit https://www.canton.edu/ca/dining/meal_plans.html
 - Beginning June 1, all First Time Freshman, Transfer, and Readmit students will complete an ID card survey on UCanWeb. This survey will tell us if you would like a SUNY Canton ID card and give us some info about where to send it. After you complete the survey, you will need to upload a photo on the mobile app called GET.CBORD.com. Once you have completed both the survey and the photo upload, your ID card will be mailed to you at the address you provided on the survey. Please direct questions to dupreym@canton.edu

- ❑ ACCUPLACER Placement Exam - THIS STEP IS NOT REQUIRED OF ALL STUDENTS.
 - Students who do not have the ACCUPLACER listed on their [New Student Checklist](#) tab are not required to take the exam.
 - If the ACCUPLACER requirement is found on your [New Student Checklist](#) tab, go to www.canton.edu/testing to complete the SUNY Canton Accuplacer Voucher Request Form. If you have any questions, contact the Advising Center at (315) 379-3954.
 - If required, the Accuplacer Exam(s) must be completed before signing up for Orientation and creating your class schedule.

👉 **Step Four:**

- ❑ Sign up for Orientation
 - Orientation is mandatory for every student. It will be August 22-23. Please refer to www.canton.edu/orientation/ to register.
- ❑ Create your Schedule
 - First Time Freshman Students: Beginning June 1, 2023, contact Advising & First Year Programs at (315) 379-3954 to schedule an appointment to create your class schedule. Appointments can also be made through RooSuccess: <https://canton.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=service/4207/schedule>
 - Transfer/Readmit students: After paying your deposit, please allow for up to 3 business days for the deposit to be processed, and then email your Dean’s office for instructions on creating a schedule: [School of Business & Liberal Arts - SBLA@canton.edu](mailto:SBLA@canton.edu), [Canino School of Engineering - CSOET@canton.edu](mailto:CSOET@canton.edu), [School of Health Science & Criminal Justice - SHCJ@canton.edu](mailto:SHCJ@canton.edu). For a complete list of majors by school, please visit www.canton.edu/enroll and click on the school name.
- ❑ Complete Health Forms
 - The mandatory Student Health History, Immunization and Physical Exam Form needs to be completed before August 1. Additional health forms may be required for selective health programs and athletes. These can be found under the “Forms” section of www.canton.edu/enroll. Students studying entirely online do not need to complete any health forms.
- ❑ Process College Bill
 - You can view your bill through the [New Student Checklist](#) tab under the “billing and payment” option. To satisfy a balance not covered by financial aid you can make a direct payment or set up a payment plan. You can also change your preferences related to parking, Roo Express, and health insurance.
 - To decline health insurance provided through the college, you must complete the waiver to remove the cost from your bill. You can locate the waiver under the [Student Menu](#) tab on UCanWeb, then Billing Menu, then Complete Online Health Insurance Wavier. You can contact the Student Accounts Office at 315-386-7616 for assistance.
- ❑ Submit Final Transcripts
 - First Time Freshmen students: your final high school transcript with graduation date needs to be submitted prior to the start of classes. Reminder: Be sure to submit official AP, IB, and/or college transcripts for any credits received in high school.
 - Transfer/Returning students: final official transcripts from all colleges previously attended must be submitted prior to the start of classes.

MAIL TO:
 SUNY Canton Admissions
 34 Cornell Drive
 Canton, NY 13617

EMAIL TO:
admissions@canton.edu

